



**CITY OF FORT LAUDERDALE**  
**Department of Sustainable Development**  
**Urban Design & Planning Division**  
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**DEVELOPMENT REVIEW COMMITTEE (DRC)**  
**Plat Application**

- Cover:** Deadline, Notes, and Fees
- Page 1:** Applicant Information Sheet
- Page 2:** Required Documentation / Submittal Checklist
- Page 3:** Technical Specifications For Plat Submittal

**DEADLINE:** Submittals must be received by 4:00 PM each business day. Pursuant to Section 47-24.1(1), the Department will review all applications to determine completeness within five (5) business days. Applicants will be notified via email, if plans do not meet the submittal requirements and if changes are required.

**NOTES:** Prior to formal submittal of applications, applicants are encouraged to schedule an appointment with Urban Design & Planning Division staff to obtain feedback regarding subject proposals, especially rezoning and right-of-way vacation requests, as well as any other considerable development projects. The meetings provide an opportunity for applicants to obtain feedback and general direction, prior to expending significant effort on design and preparation of submittal documents.

Optional 15-minute time slots are available during DRC meetings for scheduling to applicants, to obtain signatures on completed DRC plans (including Pre-Planning and Zoning Board, Pre- City Commission and Final DRC plans) from all representatives at one time, in preference to scheduling individual appointments. Appointments are subject to availability. To make an appointment, please call 954-828-6531 latest by Friday at 12:00 noon prior to the meeting date.

**FEES:** All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

**Plat Application** **\$ 630.00**

Page 1: DRC Plat - Applicant Information Sheet

**INSTRUCTIONS:** The following information is requested pursuant to the City’s Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

**NOTE:** To be filled out by Department

Case Number	
Date of complete submittal	

**NOTE:** For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner’s Name	
Property Owner’s Signature	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	[    ] <u>Warranty Deed</u> or    [    ] <u>Tax Record</u>

**NOTE:** If **AGENT** is to represent **OWNER**, notarized letter of consent is required

Applicant / Agent’s Name	
Applicant / Agent’s Signature	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Letter of Consent Submitted	

Development / Project Name	
Development / Project Address	<u>Existing:</u> _____ <u>New:</u> _____
Legal Description	
Tax ID Folio Numbers (For all parcels in development)	
Request / Description of Project	
Applicable ULDR Sections	
Total Estimated Cost of Project	\$ _____ <i>(Including land costs)</i>

Land Use Designation	
Current Zoning Designation	
Current Use of Property	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF <small>(include structured parking)</small>	
Site Adjacent to Waterway	[    ] Yes                      [    ] No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		

Page 2: Required Documentation

One (1) copy of the following documents:

- ☐ Completed application (all pages filled out as applicable)
- ☐ Proof of ownership (warranty deed or tax record), including corporation documents if applicable
- ☐ Property owners signature and/or agent letter signed by the property owner

The following number of Plans:

- ☐ One (1) original set, signed and sealed at 24" x 36"
- ☐ Three (3) copy sets, with plans at 24" x 36"
- ☐ Five (5) copy sets, with plans at 11" x 17"
- ☐ One (1) electronic version of complete application and plans in PDF format

**NOTE:** For initial submittal one signed and sealed set is required. Copied sets will be requested after completion review. If the development site is separated by a public right-of-way including alley or alley reservations, a separate application must be completed for each parcel.

Plan sets should include the following:

- ☐ **Narrative** describing request and narrative response referencing all applicable sections of the ULDR, with point-by-point responses of how project complies with criteria. Narrative must be on letterhead, dated, and with author indicated.
- ☐ **Cover sheet** including project name and table of contents.
- ☐ **Land Use and Zoning maps** indicating all properties within 700 ft. of the subject property. These should be obtained from Urban Design & Planning Division. Site should be highlighted or clearly marked to identify the parcel(s) under consideration on all sets.
- ☐ **Current survey(s)** of property, signed and sealed, showing existing conditions. The survey should consist of the proposed project site alone excluding adjacent properties or portions of lands not included in the proposal.
- ☐ **Proposed plat** with all required technical specifications met.
- ☐ **Aerial photo** indicating all properties within 700 ft. of the subject property. Must be clear and current with site highlighted.

**NOTES:**

- All plans and documents must be bound, stapled and folded to 8 ½" x 11";
- All copy sets must be clear and legible and should include any graphic material in color;
- Civil Engineering plans are only required at Final-DRC sign-off. Contact DRC Engineering Representative for details;

**Applicant’s Affidavit**

I acknowledge that the Required Documentation and Technical Specifications of the application are met:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Staff Intake Review**

For Urban Design & Planning Division use only:

Date \_\_\_\_\_

Received By \_\_\_\_\_

Tech. Specs  
Reviewed By \_\_\_\_\_

Case No. \_\_\_\_\_

## Page 3: Technical Specifications For Plat Submittal

**Instructions:** All applicable provisions of ULDR Sec. 47-24.5 (Subdivision Regulations) shall be satisfied. Pursuant to Section 47-24.2, applicant must provide the following:

1. The plat submitted for approval shall be clearly and legibly drawn in black waterproof drawing ink upon tracing cloth or an approved drafting film.
2. Plats shall be on sheets twenty-four (24) inches by thirty-six (36) inches overall, with one (1) inch borders on three (3) sides and a three-inch border on the left. When the size or shape of the subdivision necessitates more than one (1) sheet, each sheet shall be clearly marked as near as possible to the upper right corner "Sheet No. (\_\_\_\_\_) of (total) sheets". All multiple sheet plats shall be clearly cross-referenced to the proper sheet numbers at the match lines and a reasonable portion of the overlapping area shall be shown in outline form. In addition, every plat sheet shall have placed in the upper right corner outside the border "Plat Book Page" for the use of the recorder.
3. The plat shall be at a scale of not more than one hundred (100) feet to the inch and shall include the following information:
  - a) Subdivision name or identifying title including the section (s), township(s), range(s), city, county, and state.
  - b) Location sketch showing location of subdivision with respect to section lines and surrounding streets and landmarks.
  - c) North point, graphic scale and month and year plat drawn.
  - d) Corporate limits when in or adjacent to subdivision.
  - e) Boundary lines of the tract with accurate distances to hundredths of a foot and angles to half minutes. These boundaries shall be determined by accurate survey in the field, which shall be balanced and closed with error closures not to exceed one (1) foot to five thousand (5,000) feet. Surveys shall be coordinated and tied into the nearest established section corner or quarter section corner by angle and distance.
  - f) The exact names, locations and widths along the property lines of all existing or recorded streets intersecting or paralleling the boundaries of the tract.
  - g) The accurate location of all permanent reference monuments.
  - h) The exact layout including: street and alley lines, street names, bearings, angles of intersection and widths (including widths along the lines of any obliquely intersecting streets); lengths of area and radius, points of curvature and tangent bearings: all easements owned by or rights-of-way provided for public utilities; all lot lines with dimensions in feet and hundredths, and with bearings or angles if other than right angles to the street and alley lines.
  - i) Lots numbered in numerical order within each block or lettered in alphabetical order.
  - j) The accurate outline of all property which is to be dedicated or proposed for public use including open drainage courses and suitable easements, and all property that may be reserved by covenants in deeds for the common use of the property owners in the subdivision with the purposes indicated thereon.
  - k) A complete description of land intended to be subdivided, and the extent and boundaries of the platted area shall be graphically indicated in a clear and understandable manner.
  - l) Names and locations of adjoining subdivisions, the adjacent portions of which shall be shown in outline form.
  - m) Acknowledgment by the owner or owners and all mortgage lienholders of lands included within the plat of the execution of same and the dedication to public use of all streets, alleys, parks, easements and other public places shown upon same.
  - n) The certificate of the surveyor attesting to the accuracy of the survey and that the permanent reference monuments have been established according to law.
  - o) Space and forms for the following necessary approvals:
    - City Commission
    - City Planning and Zoning Board
    - City Engineer
    - County Commission
    - County Engineer
  - p) Dedication. The plat shall contain upon the face thereof an unreserved dedication to the public of all streets, highways, alleys, parks, parkways, easements, commons or other public places included within the plat, such dedication to be subscribed to by the legal and equitable owners of such lands and by all persons holding mortgages against such lands, with dedication shall be acknowledged before an officer authorized to take acknowledgments of deeds. Such plat containing such dedication, when properly recorded, shall constitute a sufficient, unrevokable conveyance to vest in the City fee title to the parcel of land dedicated for public use, to be held by the City in trust for the uses and purposes intended, and the approval of the plat by the City Commission shall have the force and effect of an acceptance.
  - q) Payment of Taxes. No plat shall be accepted by the City or approved by the City Commission unless and until all taxes and improvement liens levied against the land included in such plat have been paid and discharged.